

## 2.0 – PowerTrack Actions

### 2.1 – Launching PowerTrack

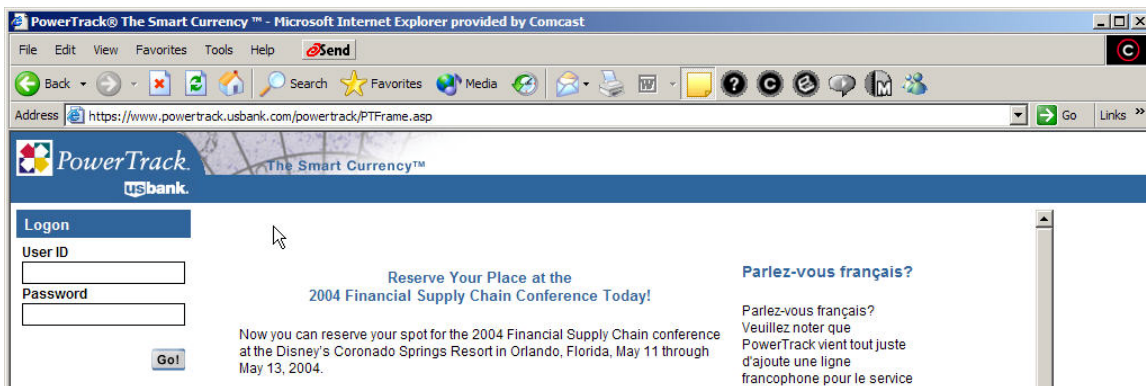
Access to PowerTrack is through the Internet using Microsoft Internet Explorer. Once you have brought up Internet Explorer, enter the PowerTrack address

<https://www.powertrack.usbank.com/powertrack>

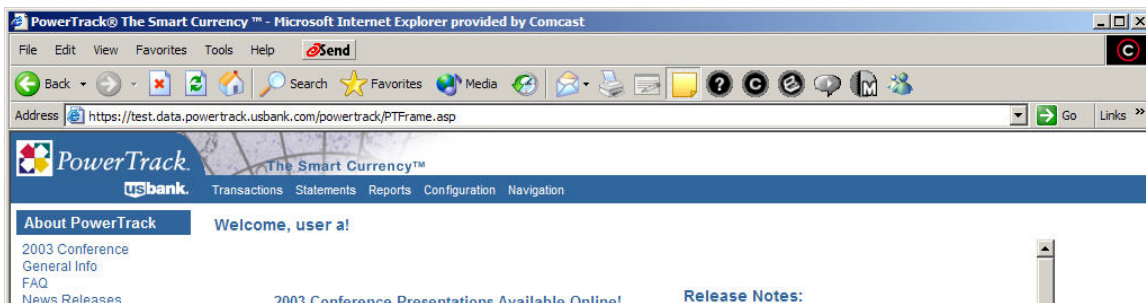
on the address line. (Note the ‘s’ in https – this signifies that PowerTrack is a secure site.) To avoid the need to key the web address each time you access PowerTrack, you should save the first PowerTrack page as a Favorite. In the future, you can then select PowerTrack from your Favorites.

### 2.2 – Logging Into PowerTrack

When you have successfully launched PowerTrack, you will be presented with the PowerTrack Logon screen (see below):



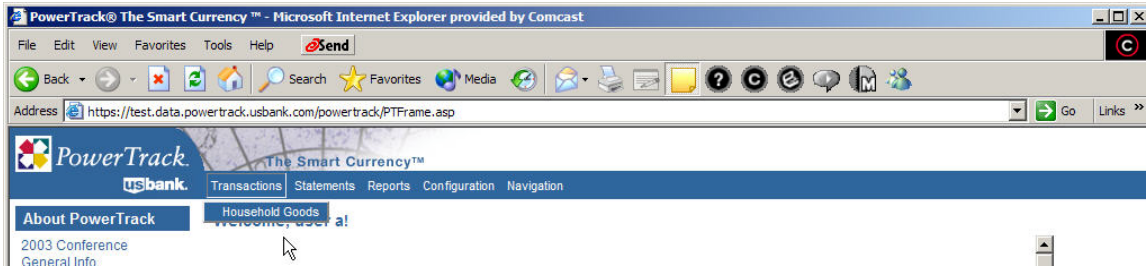
To access PowerTrack enter your User ID and Password and then press Go! You will then be welcomed to PowerTrack (see below):



You are now ready to start working in PowerTrack.

## 2.3 – Viewing, Entering and Managing Transactions (Invoices)

All activities involving invoices are accessed by selecting 'Transactions' from the Menu bar and then selecting 'Household Goods' (see below):



Selecting 'Household Goods' will bring up a screen that will allow you to 'Find' transactions and to perform other actions (see below):

